

**Summary of the  
NELAC Board of Directors Teleconference  
May 27, 1999**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, May 27, 1999 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A, past incomplete action items are shown in Attachment B, and the list of participants are shown in Attachment C.

**Approval of Minutes**

The minutes of the April 30, 1999 meeting were approved and the action items were reviewed for completeness.

**Status of NELAC V**

Dr. Jackson reported that the Sheraton Hotel in Saratoga Springs, NY is booked for the conference. Ms. Mourrain announced that Mr. Jay Benforado from the EPA's Office of Reinvention would be the keynote speaker. Ms. Cross-Talbert reported on the status of the selection of new members for the committees. Dr. Pearson reported that he has received bids from three sources for NELAC VI - two in the Virginia Beach area and one from Williamsburg.

**FAQs**

Ms. Batterton reported that the Frequently Asked Questions were sent to the members of the Transition Committee and to the Board for comments. Items 1, 7, 8, 9, 10 and 12 were discussed and Ms. Batterton will make the proposed changes. It was also suggested that when the EPA website is referenced in the FAQ's the address should be provided.

**Reports from committee liaisons**

A discussion on the Chairmanship of the Field Measurements ad hoc committee was discussed. It was decided that this should be tabled until after a decision was made as to whether it will become a standing committee.

**Meeting with EPA Deputy Administrator**

Dr. Jackson reported that the meeting with Mr. Peter Robertson will be on June 8, 1999 at 11:00 a.m. Ms. Batterton, Ms. Dutrow, Ms. Finazzo, Ms. Labie, Ms. Mourrain, Ms. Sample along with Dr. Jackson will be attending in person and the other board members will attend via teleconference. A discussion of the proposed meeting agenda ensued. Dr. Jackson will provide Mr. Robertson with a briefing package on NELAC before the meeting.

**Committee Replacements**

Dr. Jackson stated that he felt that the reason the committee memberships are not being filled is that new members are not applying for the committees. He would like to encourage participation by individuals not currently active in NELAC. He suggested that the Board members should solicit new members from the states and other organizations that are not participating.

### **New Business**

There is concern about two glossaries (Quality Systems and Program Policy and Structure) and the inconsistencies in these glossaries. Dr. Davies reported on how these differences are being addressed. It was the consensus of the Board members that the committees should handle this problem. Dr. Jackson will contact Mr. Slayton and ask him to work with Program Policy and Structure on this issue and it will be placed on the agenda for the next Board/Chair teleconference on June 17<sup>th</sup>.

Ms. Mourrain reported that 12 or 13 (depending on whether Oregon has one or two) Accrediting Authorities will be NELAP recognized. TX and AR indicated their intention to continue the application process and will be NELAP recognized as soon as their programs are compliant. From now on each state will be evaluated and recognized on an independent timeframe. VA and DE are working on legislation, etc. in preparation for their participation.

**Action Items**  
**Board of Directors Teleconference**  
**May 27, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1.	Dr. Jackson will prepare another letter to the Assistant Administrator for Water regarding their PT program and Ms. Mourrain will contact Steve Clark to let him know that a follow-up letter will be forthcoming.	On-going
2.	Ms. Mourrain is to check with Richard Sheibley on the cost of laboratories in non-compliance with the accreditation program.	Completed
3.	Ms. Cross-Talbert will furnish the names of the new members on the Quality Systems Committee to Dr. Jackson.	Completed
4.	Ms. Batterton will make the proposed changes in the Frequently Asked Questions handout.	Completed
5.	Dr. Jackson will furnish Mr. Robertson's office with a briefing package on NELAC.	Completed
6.	Dr. Jackson will send the Board members a list of states that are not participating in NELAC committees so that the Board members can solicit participation.	On-going

**Incomplete Action Items from Past Teleconferences**

<b>Date of Teleconference</b>	<b>Action</b>	<b>Status</b>
01/11/99	Committee Chairs are to prepare “Frequently Asked Questions” for posting on the website. They are to submit these to Dr. Irene Ronning.	On-going
01/07/99	Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter.	On-going
11/19/98	Ms. Betsy Dutrow will make a note to invite someone from the Interagency Task Force Methods Comparability Board to make a presentation at the Annual meeting in Saratoga Springs.	On-going
02/04/99	Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs.	On-going
02/25/99	Ms. Batterton and Dr. Brokopp will write a solution to the issue of whether laboratories need another on-site inspection if they were inspected immediately before the state was granted accrediting authority.	Circulating for comments.
02/25/99	Dr. Gary King will be asked to work on the issue paper for the Indian Tribes with Ms. Regelski.	On-going

**List of Participants  
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<b>Name</b>	<b>Affiliation</b>	<b>Telephone Numbers</b>
Dr. Ken Jackson, Chair	NY Dept. of Health	Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org
Dr. Jim Pearson, Chair-elect	Virginia Div. of Consolidated Laboratory Services	Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us
Ms. Carol Batterton, Past-Chair	TNRCC	Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	UT Department of Health	Tel: 801-584-8406 Fax: 801-584-8486 email: cbrokopp@doh.state.ut.us
Dr. Ron Cada	CO Dept. Of Health	Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us
Ms. Betsy Dutrow, Executive Secretary Absent	USEPA, ORD	Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	USEPA, Region II	Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov
Dr. Gary King Absent	DOE	Tel: 202-586-0534 Fax: 202-586-5547 e-mail: gary.king@em.doe.gov
Ms. Silky Labie Absent	FL Depart. of Environmental Protection	Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain, Director	USEPA, ORD	Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov

Ms. Jackie Sample	U.S. Navy	Tel: 843-743-8673 Fax: 843-743-8668 e-mail: SampleJH@hq.navsea.navy.mil
Dr. Marcia Davies Invited Guest	DOD	Tel: 402-697-2555 Fax: 402- 97-2595 E-mail: marcia.c.davies@usace.army.mil
Ms. Carolyn Cross- Talbert Recorder	USEPA	Tel: 919-541-3151 Fax: 919-541-4261 E-mail: cross.carolyn@epamail.epa.gov